Preparing for the Application Process

To help make the application process smoother, please have the following documents/information ready.

Administrative Information:

- Corporate Name
- Entity or CTDS number
  - o If this is an initial application, an Entity or CTDS will not have been generated
- Corporate Mailing address
- Corporate Contact information
  - o Title
  - o Phone
  - o Fax
  - o Email Address

School Administrator: (This may be the same information as above)

- Name
- Title
- Phone
- Email Address
- Administration personnel
  - o Such as a head teacher, principal, or other administrator certificated in an administrative area
  - o Or, documentation of experience and certificated in the appropriate area of special education

Certification(s) and license(s):

- Teacher Certificates
  - o The application will automatically obtain data from the certification database. You will need the following information for the application
    - ▪ the certificate holder's Public Educator ID number
      - • if you do not have this information it can be obtained through The Online Certification Portal is located at http://www.azed.gov/educator-certification/publicportal/
- Related Service Provider Licenses
  - o Speech Language Pathologist must hold a Speech-Language Pathologist, Prekindergarten-12 certificate from the Arizona Department of Education. More information is located at http://www.azed.gov/educator-certification/files/2011/09/requirements-for-speech-language-pathologist-certificate.pdf
    - ▪ SLP certifications may also be located through the Online Certification Portal is located at http://www.azed.gov/educator-certification/publicportal/
  - o Other related service provider licenses
    - ▪ Attachment

School Site

- School Name
- Site CTDS number
  - If this is an initial application, an Site CTDS will not have been generated
- Physical Address
- Contact Person
- Phone
- Email
- School District(s) in which site is located
- Grade levels to be served

Proof of trainings

- Behavior strategies (for cross-categorical teachers teaching in an EDP setting who have not yet fulfilled the 20 hour requirement)
  - Attachment
- Non-adverse physical management
  - Attachment
- CPR
  - Attachment
- First Aid
  - Attachment

Other documents

- Special Education Policy and Procedures
- AdvancedED/North Central Accreditation
  - Only if general education approval is desired
- Curriculum
  - URL where curriculum can be found
  - Attachment
- Finger Print Clearance Cards
  - Names must be **<u>exactly</u>** as shown on the card, as the application will obtain this data from the DPS database and will not be able to obtain the information if the name is not exactly as it appears on the card.
- Liability Insurance
  - Attachment
- Fire Marshal Report
  - Attachment
- School Calendar must be submitted online through finance
  - Online submission can occur only after a CTDS number has been assigned

Preschool

- Copy of DHS Day Care License

Residential Facilities

- DES or DHS License

New Applicant or New Site (not previously approved)

- Fire Marshall Inspection Report